

Air-Tec Group Privacy Policy

At Air-Tec, we care about your privacy and we respect your privacy rights. The following document outlines our commitment to you that our recruitment experience is safe and secure. Air-Tec ensures through our best efforts that any information that you provide to us remains private and will only be used for the purposes outlined in this Policy.

Scope and purpose

The Air-Tec Group of Companies include, the following entities: Inter Ocean Aviation Finance Corporation, Air-Tec Mauritius Limited, Air-Tec Aviation Services Limited, Air-Tec Europe a.s., Aircraft Systems South Africa (Pty) Ltd, Air-Tec Aviation Maintenance (Pty) Ltd, Skyway Aviation Mozambique Lda, Skyway Costa Rica a.s, Aviation Hangar Services Limited and referred to collectively as 'We', us or 'Air-Tec'.

We are responsible for the processing of any personal information you provide to careers@air-tecm.com or through our website; <https://www.air-tecm.com/careers/> (the 'Website'). We take our responsibilities regarding the protection of personal information very seriously. This policy explains how we use personal information that we may obtain about you and how Air-Tec complies with the requirements of the applicable data Protection legislation.

Key Terms

'Personal data' - " means any information relating to a data subject; whom may be identified or identifiable individual, in particular by reference to an identifier such as a name, an identification number, genetic, mental identity of that individual.

'Sensitive or special category data' - can include personal racial or ethnic origin; personal religious or philosophical beliefs; personal physical or mental health or condition; personal sexual orientation, practices or preferences; personal genetic data or biometric data uniquely identifying the individual; the commission or alleged commission of an offence by the individual.

Sources of Personal data collection

When sending an email/your CV to the careers email address you will be asked to provide additional personal information to us to apply or register for a position, or to join the company. This information is used in the following ways:

- To process your job application(s) and;
- To answer any queries which you may send to us by email.

We may also collect personal information from third parties acting on your behalf or your instruction, including, recruitment agencies, recruitment platforms or through recommendations.

What type of personal information does Air-Tec collect on you?

In the application, selection and on-boarding process, Air-Tec may collect and use personal information in this process depending on the requirements of the role. This information is collected for explicit, specified and legitimate purposes and not further processed in a manner incompatible with those purposes.

<i>Type of personal data</i>	<i>Description of personal data</i>
Information about you	Name, address, date of birth, nationality, gender, psychometric assessment results, genetic or biometric data (including Special category personal data).
Your contact information	Phone number, email address, postal address.
Your identity information	ID number, Passport number, license details.
Your skills and experience	CV and data collected in our online application form, references, qualifications, work experience.

You may also sometimes submit data that we do not particularly ask for, such as, hobbies, social preferences, religion. All personal data is provided to Air-Tec on a voluntary basis.

By submitting your CV you permit the collection and use of your personal information as outlined in the Privacy policy and you signify your agreement to the contents contained therein. If you do not agree with any of these terms, please refrain from submitting any information or email hr@air-tecm.com and request the recipient to delete your information.

What is the purpose of collecting such personal data?

Personal data is used to facilitate the recruitment, application, selection and on-boarding process including;

- Performing relevant professional educational checks, reference checks, psychometrics assessments, medical fitness examinations and video interviews in order to confirm your suitability to Air-Tec and to verify the transparency of the information.
- Complying with applicable laws and regulations to confirm your right to work in certain countries.
- Creating and submitting reports as required by the relevant authorities where required.

How do we protect your personal data?

We take appropriate steps to protect the personal information you share with us. We have implemented technology and security features to safeguard the privacy of your personal information on platforms where said information is stored.

International Transfer of your personal data?

The Air-Tec Group Head office is based in Ebene, Mauritius, and the Group is made up of several different companies in different jurisdictions; including South Africa. For the company to process your recruitment and on-boarding, your personal data may be transferred to a country out of your country of residence, but only for the purposes mentioned above. We have safeguards in place to ensure that your personal data is protected in line with this policy.

How long do we retain your personal data?

We retain your personal data for a period of 3 Years. When you have been successful and join the company, your personal data will be kept for the duration of your employment and as long as we are legally obliged to do so, according to the relevant laws and regulations in the country of your employment.

Changes to our privacy policy

Any changes we may make to our Privacy Policy in the future will be posted on this page. You should visit this page periodically to review any changes to the Privacy Policy.

Contact us

Questions, comments and requests regarding this Privacy Policy are welcomed and should be addressed to hr@air-tecm.com.